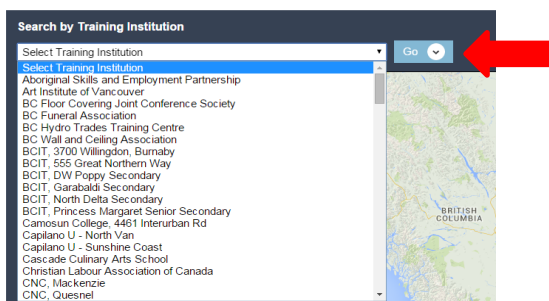


How to apply for Apprenticeship Supports

You **must** apply for EPBC Apprenticeship Financial Supports online through the Apprenticeship Supports Online Portal, even if you do not require additional supports while attending school. This application is required to give you approval to be in a training program and collecting EI at the same time.

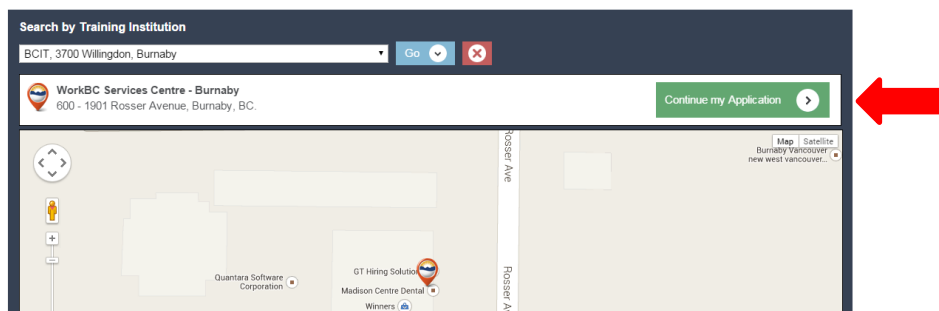
STEP 1: Complete the online application for Apprenticeship Financial Supports

- GO TO: <http://www.workbc.ca/job-seekers/employment-services/apprenticeship-training-supports.aspx>
- Click on the blue button that says: **Apprenticeship Supports Online**
- Choose the Training Institution you are attending from the drop down menu and click: **Go**.



This will generate a map that shows you which WorkBC Service Centre you will be served by.

- Once your WorkBC Service Centre information is generated click on the green button that says: **Continue my Application**. This will bring up a page of additional resources that are available to you.



- To start your application, click on the green **Start button** at the bottom right of the page.



Submit your application for Program Financial Supports for Apprentices from your computer or mobile device and you will be notified by email when your application has been processed.



- There are two options available from the start page:
 - Login & Continue** if you already have a BCeID or,
 - Create a BCeID** where you will complete the process of creating your BCeID and password.

Important – please record your BCeID as you will need it again.



i This is a test APPLICATION published announcement

- This is a personal computer or device
(keep me signed in longer)
- This is a public computer or device
(sign me out after 15 minutes of inactivity)

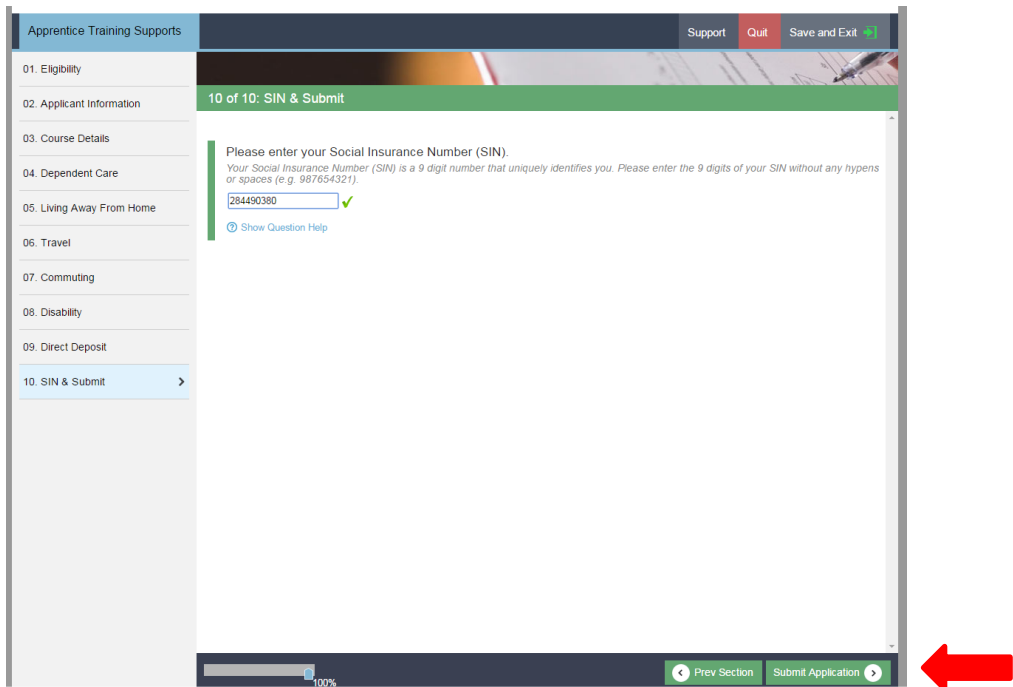
I have a BCeID I don't have a BCeID

←

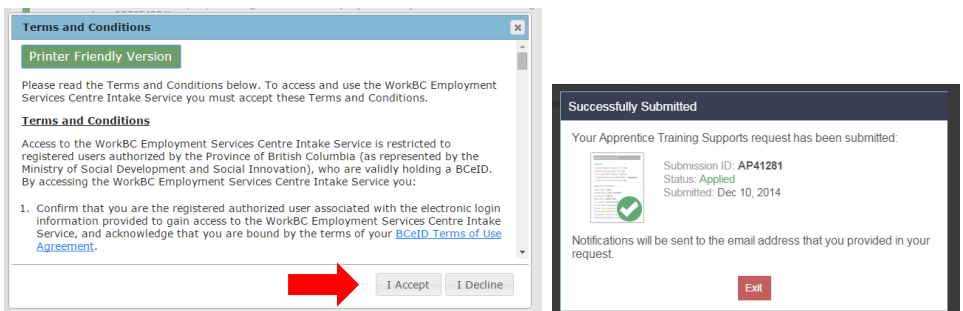
- If you have completed the process to obtain a BCeID and password the system will direct you back to the BCeID login page. Click on the blue button that says: **Login & Continue**. This takes you to a screen with some additional basic login information and messages. Click the yellow button on the bottom right hand side of the screen that says: **Next**

- Answer questions in sections 1 to 10 of the Apprentice Training Supports application. If at any time you answer a question in a way that deems you ineligible you will be advised that you are not eligible and the application process is stopped.

- Once you have completed all the questions:
 - enter your Social Insurance Number
 - Click: **Submit Application**

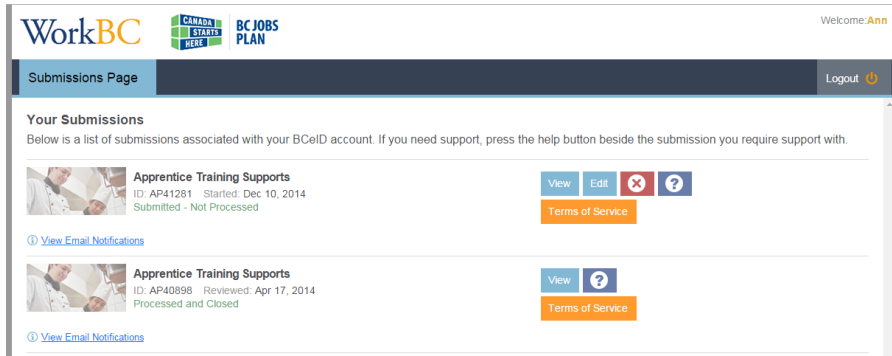


- Read the Terms and Conditions and click: **I Accept**
 A Submission ID number is generated and the status of your application will show Applied with the date submitted. Notification will be sent to the email address that you provided, giving you important information about your application and advising you to login to the portal to retrieve your EI Reference Code.



- The EI Reference code is a personal and confidential number that you need in order to complete your application for Employment Insurance Benefits. The EI Reference code should only be used when you complete the above process and the number is provided to you by way of the notifications through the Work BC site and should **not** be shared with fellow students.

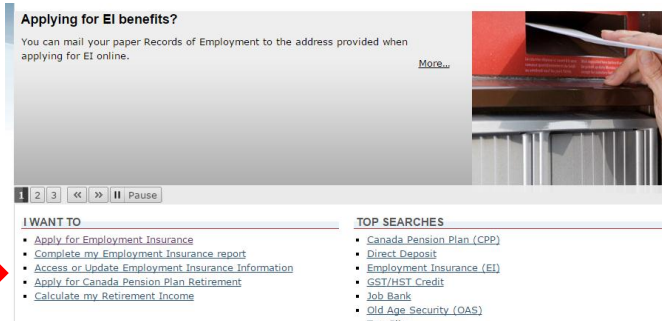
- You can also log in to <http://apply.workbc.ca> at any time to view the status of your submission and any notifications that have been sent you. (ex. Once the application is submitted the apprentice is notified that they require an EI Reference Code when applying for EI Benefits through Service Canada)



You **must** apply separately for Employment Insurance (EI) Benefits in your last week of work, or in the first week of training. If you do not complete your EI application, you may lose benefits.

STEP 2: Complete the online application for Employment Insurance Benefits

- GO TO: www.servicecanada.gc.ca



- Click on the link in the 'I want to' section that says: **Apply for Employment Insurance**. This brings you to a page with information about the process.
- Once you have reviewed the information, scroll to the bottom of the page and click the red button that says: **Start Application**

For those applying for employment insurance (EI) and employment benefits, information may be shared with the Canada Revenue Agency (CRA) for the administration of the Income Tax Act. The CRA may provide information concerning your net self-employment earnings with the income information for the current year and two prior calendar years (strictly for individuals identified by ESDC), in order to allow ESDC to determine or verify the individual's entitlement; to validate the income information declared on the claim; and to determine or amend the EI weekly benefit rate.

The information may also be shared with the Province of Quebec for the administration of the *Employment Insurance Act* respecting parental insurance. For employment benefits, services, and training, this may include the provision of information to your province/territory for the administration of the Labour Market Development Agreements or to third-party service providers.

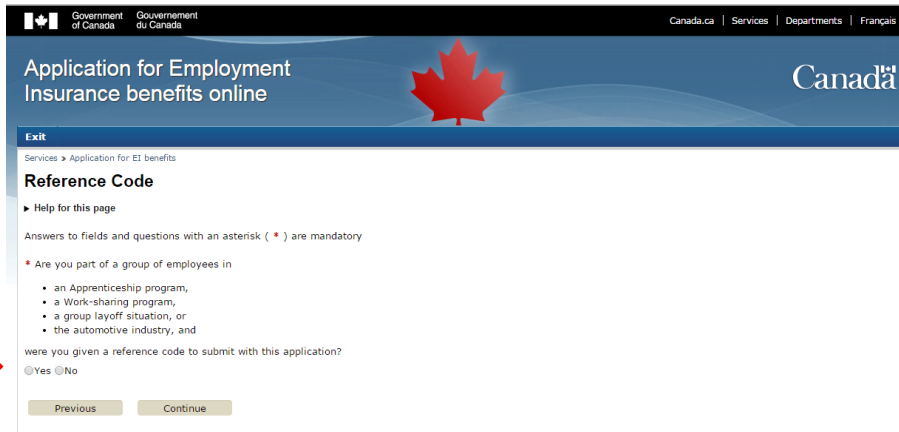
The information you provide may be used or disclosed for policy analysis, research, and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of ESDC may be linked. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal information is administered in accordance with the *Employment Insurance Act* and the *Privacy Act*. You have the right to the protection of, and access to, your personal information. It will be retained in the Personal Information Bank(s) "ESDC PPU 150", "Insurance Claim File-Local Office," "ESDC PPU 293", "Employment Benefits and Support Measures" and/or ESDC PPU 323 "Registration for the Employment Insurance Measure for Self-Employed People" and will be used and disclosed in accordance with the conditions listed therein and retained for the period of time required by the *Employment Insurance Act*.

Instructions for obtaining this information are outlined in the government publication entitled [Info Source](#). *Info Source* may also be accessed online at any Service Canada Centre.



- Answer questions within the application for Employment Insurance Benefits.
- The third question asks if you were given a reference code to complete this application. Click: **Yes**



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Application for Employment Insurance benefits online

Canada

Exit

Services > Application for EI benefits

Reference Code

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory

* Are you part of a group of employees in

- an Apprenticeship program,
- a Work-sharing program,
- a group layoff situation, or
- the automotive industry, and

were you given a reference code to submit with this application?

Yes No

Previous Continue

- Enter the 16 digit EI Reference Code that you obtained when you completed your Apprentice Supports Application.

Important - The EI Reference code is a personal and confidential number that you need in order to complete your application for Employment Insurance Benefits. The EI Reference code should only be used when you complete the above process and the number is provided to you by way of the notifications through the Work BC site and should not be shared with fellow students.

- Complete the rest of the application for Employment Insurance Benefits
- If you require assistance with the Employment Insurance application process, contact Service Canada